



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

88215-01

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Georgia Bureau of Investigation Georgia Crime Information Center 3121 Panthersville Road Decatur, Georgia 30034	Application Number	89-068
Application Number		Date Received DEC 15 1988	Date Completed AUG 17 1989

2. Person to Contact C. F. Blaisdell	Working Title Chief, AFIS Operations	Telephone Number 244-2632
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3. Action Requested

a. ☒ Establish Retention Schedule; record will continue to accumulate.

b. ☐ Dispose of present accumulation; no further accumulation anticipated.

c. ☐ Amend Application No. \_\_\_\_\_ Check One: ☐ Change; ☐ Supersede; ☐ Void

4. Dates of Series Earliest 1937	Latest PRESENT	5. Records Series Title (followed by title used in office; if different) Master Fingerprint Card File
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6. Division and Office Function      What is the function of the Division and the Office in which this record series is created?

The Georgia Crime Information Center, a division of the Georgia Bureau of Investigation provides access to automated information on criminal offenders, frequency of crime occurrence, wanted persons and stolen automobiles, guns, and articles. The division also provides fingerprint identification services for the State of Georgia. File access for criminal justice agencies is through a statewide telecommunications network supported by the Georgia Crime Information Center.

7. Record Series Description      This file contains the following documents (include form numbers and titles, if any):  
Attach samples of the file.

Documents relating to:  
Master Criminal Fingerprint Card File

Included are:  
Criminal Fingerprint Cards

File is arranged:  
By State Identification Number (SID) in ascending sequence.

8. Monthly Reference Rate      How often are records referred to which are:  
One to six months old \_\_\_\_\_; Seven to twelve months old \_\_\_\_\_; Thirteen to twenty-four months old \_\_\_\_\_;  
twenty-five months and older \_\_\_\_\_; Referred to, but information is stored on computer files. This  
is a backup historical file for disaster or court purposes.

9. Annual Rate of Accumulation of Records  
Letter-size drawers \_\_\_\_\_; Legal-size drawers \_\_\_\_\_; Shelves \_\_\_\_\_; Other (specify) 65,000 cards per year

Current accumulation: 365 boxes of 8" X 8" dimensions

X	a. Is this the official copy of the series? If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. GA Law 92-A-30-1973, GCIC Rules and Regulations
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
N/A	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. Criminal History Rapsheet (attached)
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? GBI headquarters; microfilm and computerized copies
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

# 11. Retention Requirements

The following requires the series to be kept:

- |                          |                            |                                   |                      |
|--------------------------|----------------------------|-----------------------------------|----------------------|
| a. State Law             | <u>Indefinitely</u> years. | d. Audit period                   | _____ years.         |
| b. Statute of limitation | _____ years.               | e. Administrative need            | <u>57 x20</u> years. |
| c. Federal law           | _____ years.               | f. Federal retention instructions | _____ years.         |

Attach copy or excerpt of laws or regulations. Explain administrative need.

# 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal year; ☐ Other \_\_\_\_\_ then,

- ☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area, hold \_\_\_\_\_ year(s); then
- ☒ Transfer to State Records Center; hold 57 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

1988 DEC 15 AM 11:06

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	<u>1/4/88</u>	<i>[Signature]</i>	<u>12/7/88</u>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	
881215-01		State Auditor/Designee	<u>8-17-89</u>
		Secretary of State/Designee	<u>8/15/89</u>
		Governor/Designee	<u>8/16/89</u>